



STATE OF TENNESSEE

DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

Class Title: REGISTERED NURSE 4			Abbreviation: RN 4
Class Code: 72774	EEO Code: 7	Analyst: EX	Effective Date: SEPT 16, 2003

SUMMARY: Under direction, is responsible for supervisory registered nursing duties of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the managerial class in the Registered Nurse sub series. The RN 4 is responsible for managing nursing staff activities on all shifts, has twenty-four hour administrative responsibility for one or more programs (e.g., infection control, quality assurance, nurse education, children and youth, forensics, geriatrics), or serves as an assistant director of nursing. This class differs from Registered Nurse 3 in that an incumbent of the latter is responsible for the supervision of clinical nursing care. This class differs from Registered Nurse 5 in that an incumbent of the latter serves as a director of nursing at a major health care facility or as a nursing consultant to multiple adult or youth correctional facilities.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Manages the activities of all nursing staff for one or more programs: develops program standards, goals, objectives, and guidelines; prioritizes program goals and needs based on importance, urgency, and other factors; assigns staff to program work plans and activities by comparing program requirements and needs with the staff's availability, experience working in a particular program, level of independence, and training in specified areas; monitors program activities to ensure goals are being met; observes employees as they perform tasks to ensure efficiency in work activities; reviews records to ensure accuracy and completeness; prepares written work schedules.
2. Writes or modifies nursing policies and procedures: compares safety and health regulatory policies and professional practice standards to current facility nursing policies and procedures to identify needed changes; composes or revises facility nursing practices by extracting relevant policies and procedures from professional nursing information sources; compares new or revised nursing policies with current nursing practices to ensure they do not conflict with each other.
3. Evaluates employees' performance based on defined expectations: identifies exceptional performance characteristics through employee discussions and personal observations; discusses methods to improve performance and motivate employees by discussing employee performance; reviews personnel evaluations written by and actions taken by subordinate nursing supervisors; resolves disputes among employees by using organizational policies and procedures; disciplines staff for inappropriate actions through discussions, written warning, suspension, or termination.



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4. Interviews prospective employees to gather information of their work history, training, and education; talks with previous employers and reads performance evaluation ratings to identify strengths and weaknesses; selects applicant to recommend for hiring.
5. Identifies training needs of employees and writes manuals of instruction detailing procedures, policies, and/or regulations pertaining to a specified area of nursing care operations; advises subordinate staff in policies and procedures.
6. May provide registered nursing care when other registered nurses are not available: assesses patient's health history, records vital signs, and performs laboratory procedures; establishes a nursing diagnosis including a written plan of care; implements nursing plan of care by administering medication, nursing treatments, and patient education; evaluates nursing plan of care and makes adjustments as needed; performs emergency procedures when needed including de-escalation of agitated patients, restraining patients, CPR, and Heimlich; records all nursing care in patient files and maintains file systems.
7. May assist in directing nursing care services: assesses and monitors resource needs including developing a master staffing plan, writing position requests, and soliciting bids; develops and monitors a budget; makes recommendations for improvements of non nursing services (e.g., food services, security, housekeeping, professional education programs) which impact the administration of nursing services; directs the work of the entire nursing service staff in the care and treatment of patients at a health care facility.

MINIMUM QUALIFICATIONS

Education and Experience: Currently licensed as a Registered Nurse and experience equivalent to four years of registered nursing.

OR

Currently licensed as a Registered Nurse, education equivalent to a diploma in registered nursing from an accredited school of nursing or bachelor's degree in nursing from an accredited college or university, and experience equivalent to three years of registered nursing.

OR



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Currently licensed as a Registered Nurse, education equivalent to a graduate degree in nursing from an accredited college or university, and experience equivalent to two years of registered nursing.

Necessary Special Qualifications: Currently licensed as a Registered Nurse in the State of Tennessee or possession of a temporary permit to practice professional nursing in the State of Tennessee. A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.